Job Title: Library Instructional Support Coordinator

BCAT Code: 09JX58  Effective Date: July 1, 2012
Pay Grade: G12  FLSA Status: Non-Exempt  Effective Date: July 1, 2012

General Description
Provides instructional, library and computer classroom software support to Georgia State University (GSU) faculty, staff and students.

Examples of Duties
- Assists the Instructional Technology Specialist.
- Assists with the design, development, and implementation of instructional projects.
- Assists with installing, maintaining, and troubleshooting instructional technology media and software.
- Tracks all work and schedules for assigned projects.
- Ensures the project completion within the established design specification and deadlines.
- Supports the instructional activities of the subject librarians.
- Assists in the selection of instructional technologies, instructional resources, best practices, and learning management systems.
- Assists at the Research Support Desk and Virtual Reference service as needed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of emerging technology as related to educational instructions.
- Knowledge of basic learning theory and/or instructional design principles.
- Knowledge of online course production and integrated educational systems.
- Experience with web technologies, multimedia applications, e-learning technologies and Microsoft Suite.
- Excellent organizational and communication skills.
- Excellent time management and analytical skills.
- Ability to develop and maintain working relationships.
- Ability in video editing.
- Ability to multi-task and work independently.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of library instructional support experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.